

Application No. _____ Date Received _____

Carbon County Room Tax Allocation Committee Application for Funds for Tourism-Related Project

Grants are to be used for marketing projects to promote tourism in the county. Projects that include construction or other non-marketing related activities do not qualify.

Grants require a cash or in-kind match of 50% of the total project cost.

Please Submit three (3) copies of this form together with attachments to:

Carbon County Room Tax Allocation Committee
137 South Street
Lehighton, PA 18235

Submission Deadlines:

Receipt of Application

April 30

September 30

For Grants Awarded

June 30

November 30

Please Print or Type

Organization Name _____

Address: _____

Telephone: _____

E-Mail: _____

Website: _____

Fax: _____

Contact Person: _____

Title: _____

Are you a non-profit organization? Yes No EIN Number _____

How long has your organization existed? _____

Are you incorporated? Yes No

Have you been granted 501(c)(3) or 501(c)(6) status by the IRS? Yes No

If yes, please enclose a copy of the IRS Determination Letter.

Project Title: _____

Estimated Cost of Project: \$ _____

Grant Amount Requested (50% of estimated cost): \$ _____

Sources for the Balance of the Funds Needed: _____

If this Project involves more than one organization, list the additional participants:

Please complete the required information on the attached sheets.

On behalf of my organization, I affirm that all information in this application and attachments is true and correct and that receipt of any grant funds will be used for the purpose described herein.

Name (print): _____

Title: _____

Signature: _____

Date: _____

DESCRIPTION OF ORGANIZATION

LIST OF BOARD MEMBERS

ORGANIZATION MISSION STATEMENT

PROJECT DESCRIPTION

(Describe how your project will enhance or increase tourism in Carbon County including the timeframe for the project or the date of the event, who your target audience is (for example day trippers, overnight stays or extended visits) and how you will measure the effectiveness of your project in the promotion of tourism in Carbon County. **Keep in mind that any grant monies are to be used for marketing projects only. Projects such as construction are not within the grant guidelines).**

PAST PROJECTS RELEVANT TO THE PROMOTION OF TOURISM (if any)

(If you received grant funds previously, documentation on how the funds were spent is required)

Budget Worksheet

Please use this worksheet to calculate the costs of your marketing project. Make copies of the form if there is not enough room. Attach copies of written cost estimates for the project.

(Please attach any cost estimates for the project)

Advertising:

Print/publication/brochures/rack cards

| | |
|--|----------|
| | \$ _____ |
| | \$ _____ |
| | \$ _____ |
| | \$ _____ |

Billboards and/or signs

| | |
|--|----------|
| | \$ _____ |
| | \$ _____ |
| | \$ _____ |
| | \$ _____ |

Website design

| | |
|--|----------|
| | \$ _____ |
| | \$ _____ |

Digital advertising

| | |
|--|----------|
| | \$ _____ |
| | \$ _____ |
| | \$ _____ |
| | \$ _____ |

TV and Radio ads

| | |
|--|----------|
| | \$ _____ |
| | \$ _____ |
| | \$ _____ |

TOTAL PROJECT COST ELIGIBLE FOR GRANT: \$ _____

TOTAL GRANT REQUEST (50% OF TOTAL PROJECT COST) \$ _____